



The Town Of
Woodside

Is Seeking A **Development
Services Engineer**

THE COMMUNITY

The Town of Woodside has a reputation as one of the most visually pleasing communities in the state due to its wooded hillsides, narrow country roads, natural stream corridors, and fields of wild grasses. Scenic vistas, great groves of oak, redwood, buckeye, bay and eucalyptus trees, large lots, and riding rings and stables add greatly to the community's charm. The Town is a unique and vibrant community comprised of a highly educated and active citizenry with an interest in ensuring the community retains its small town, wooded, hillside nature.

The Woodside area is distinguished for having been the home of some of the first English-speaking settlers on the San Francisco Peninsula in the 1830's. Prior to that, Woodside was home to the Ohlone/Costanoan people who, no doubt, appreciated the mild climate, good water and abundant food supply made available by the creeks and forested valleys.

Woodside is located in San Mateo County, midway between San Francisco and San Jose. The Town has a population of approximately 5,650, covering approximately 14 square miles. Incorporation in 1956 brought road maintenance, management, planning and zoning under local control and budget, and these functions remain as the primary responsibilities of the Town government. Woodside is largely residential; however, you may find a list of businesses in Woodside on the Town's website: www.woodsidetown.org.

TOWN GOVERNMENT

Incorporated in 1956, Woodside is a General Law municipality operating under the Council-Manager plan. The Town Council is the legislative and policy-making body and is comprised of seven members elected from districts on a Town-wide basis. The Town Council appoints a Town Manager and Town

Attorney. All other employees are appointed by the Town Manager. The Town Council also appoints members of the seven-member Planning Commission and the seven-member Architectural and Site Review Board. There are nine citizen volunteer advisory committees, as well.

The Town government has approximately 19 employees in three departments: Administration and Finance, Planning and Building Regulation, and Public Works. Police and Fire services for Woodside are provided by the San Mateo County Sheriff's Department and the Woodside Fire Protection District, respectively. The 2005-06 Town budget is \$6.2 million, including a general fund budget of \$3.9 million. Major sources of estimated General Fund revenue are: Property Tax (\$1.4 million), Sales Tax (\$314,000), Fees and Permits (\$922,000) and Revenue from Other Agencies (\$339,000). The General Fund enjoys a healthy reserve that is in excess of fifty percent of operating revenues (over \$2 million).

Town operations are directed from a rustic Town Hall that was built in 1990, as a companion to the historical Independence Hall where Town Council meetings are held. It was originally built in 1884.

PUBLIC WORKS DEPARTMENT

The Public Works Department oversees the construction and maintenance of the public infrastructure, which includes primarily roads, equestrian trails, and sewers. The Department also provides a variety of engineering support services to the Town's planning, public utilities, and building regulation activities.

The Department has a \$2.6 million 2005-06 budget and is staffed by three professional engineering positions, including the Town Engineer, a Senior Civil Engineer, and the Development Services Engineer, plus a crew of three maintenance workers.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of its first Development Services Engineer, the Town Manager and Town Engineer have identified the following projects and priorities that will require the energy, dedication, expertise and professionalism of the Development Services Engineer:

- The Town Manager recently engaged the services of a consultant to complete an analysis of the Town's development review process. In general, it was determined that the process is working well and quality projects, including extremely complex custom homes, are being built. However, it was concluded that there are ways to further improve the development review process to enhance customer service and promote efficiencies, and it will be the responsibility of the Development Services Engineer to implement the recommendations that came as a result of the study.
- One key recommendation from the above mentioned study involves purchasing and implementing a new computer software system that automates the development review project tracking and financial systems. The Town would realize a benefit from this system in increased employee productivity and a reduction of errors. The Development Services Engineer will have a significant role in the successful implementation of this system.
- The construction of the Town's first park and playfields complex is another highly visible and high priority project. This complex will be located on a six-acre site that has been donated to the Town by one Town family and is being built using \$2.2 million in privately raised funds. Completion is scheduled for late summer or early fall of 2006.

IDEAL CANDIDATE

Reporting to the Director of Public Works/Town Engineer, the Development Services Engineer will be dedicated to engineering field check and field inspection for all development in the Town, which is comprised of primarily high-end upscale residential properties. Attendance at Planning Commission and Architecture & Site Review Board meetings is another important responsibility for the new Engineer. Due to the highly visible nature of this position, the successful candidate must have excellent communication skills, possess the ability to interact professionally and personably with the public and clearly articulate the Town's municipal code requirements, and capably manage multiple priorities with a focus on customer service and responsiveness to customer needs. In addition, high energy, good judgment and problem solving skills will be viewed favorably for this position.

Education and Experience

The ideal candidate will have a Bachelor's degree in engineering or a relevant field, along with substantial experience (five years minimum) that would include exposure to the community development process. Working knowledge of federal, state and local regulations is essential. Registration as a civil engineer and possession of a California Driver License are required. A Master's degree is desirable.

Personal Attributes

In addition to the qualities and qualifications previously articulated, the talent and characteristics of the Town's first Development Services Engineer will also include:

- Visionary; able to provide a fresh perspective
- Capably engages and educates the public
- Utilizes diplomacy and tact when dealing with external stakeholders, many of whom have a very high level of service expectations
- Exhibits a team orientation

- Effective relationship builder
- Strong leadership abilities
- Demonstrates considerable initiative and resourcefulness; is proactive
- Computer literate
- Capable of motivating staff
- Possesses strong analytical skills
- Exercises exceptional judgment
- Well developed political acumen
- Independently manages administrative job functions

COMPENSATION AND BENEFITS

The salary is negotiable, depending upon the skills and qualifications of the selected candidate (approximately \$130,000 at top of range). The Town offers a strong benefits package that includes:

- Retirement – Town paid PERS 2% @ 55 formula
- Health – Town pays full coverage for employee and \$150 toward coverage for dependents
- Dental – Town pays full coverage for employee
- Vision – Town pays full coverage for employee
- Leave benefits – Generous personal leave (24 days per year) and holiday leave (ten days per year, plus three floating holidays per year)
- Additional benefits include Life Insurance, Long Term Disability, Short Term Disability, Bereavement Leave, Jury Leave, and Tuition Reimbursement

APPLICATION AND SELECTION PROCESS

The final filing date is Wednesday, January 11, 2006. To be considered, please submit a detailed resume (reflecting years **and** months of starting/ending dates for each current or prior position), cover letter, three work-related references and current salary. For additional information regarding this outstanding opportunity, contact Christine Iams or David Harris at:



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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary interview conducted by the consultants in late January. It is currently anticipated that interviews with finalists will occur in early February and that an appointment will be announced in late February, following extensive reference and background checks.